

22 January 1968

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MEMORANDUM FOR: CIA/RAO/ [REDACTED]

SUBJECT : Proposed CSI on Project Filing

1. The present official CS Records System provides no guidance on the filing of project paper although many headquarters offices and field installations achieve a certain amount of uniformity by following the old "four-part system," originally conceived for the singleton agent project. This system, however, is not sufficient to the need in view of the many different types of projects which the Clandestine Services now sponsor and, in view of the lack of written instructions in the matter, we find considerable variation even among singleton agent projects.

2. We have drafted an instruction (attached) designed to bring some uniformity to the management of the different types of project records and are submitting it herewith for your comment. The thought behind this proposal is that we would prescribe a filing pattern for the basic, most common type of operational project file in the basic instruction and describe the standard deviations from this norm (CI, CA, Liaison, etc.) in annexes which would probably appear at a later date. The FI Staff has concurred in this approach and other Staff elements will be requested to assist in the preparation of annexes, as appropriate.

3. We do not have revolution in mind. This proposed instruction has been carefully prepared to blend with the current most common way of filing project paper so that re-filing and any vast re-alignment in the present way of doing things can be avoided. We intend primarily to provide a coherent record of CS activity in its most basic, identifiable form--the project--and to facilitate operational work by facilitating access to the operational record. A corollary objective, of course, and one which will be serviced largely through later annexes, is to extend the grasp of our Central System and take in various types of project activities which are not presently covered.

4. After consultation with your Records Management Officer, I am forwarding 1 copy~~ies~~ of this draft to make full coordination easier. These drafts, of course, should be destroyed when their purpose is served. It would be helpful if we could have concurrence and/or comments from your component by 2 February 1968.

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DDP/RMO

Attachment

SECRET

